



**GSA National Capital Region**

March 28, 2007

VIA FEDERAL EXPRESS

Potomac North, LLC  
c/o Ms. Lynn deCastro  
Prudential Real Estate Investors  
8 Campus Drive  
Parsippany, NJ 07054

Re: SLA No. 1 to GS-11B-01934  
Potomac Center North

Dear Ms. deCastro:

Enclosed please find an executed copy of Supplemental Lease Agreement (SLA) No. 1 to Lease No. GS-11B-01934. This SLA is issued to adopt a revised and accelerated Project Schedule for the design, construction and delivery of the leased space and to exercise the expansion space option contained in the lease to acquire the remainder of the available space in the building.

Thank you for all of your efforts on behalf of this project. We look forward to working towards a successful project completion. Should you have any questions or need any additional information, please feel free to contact me on (202) 401-1027 or at [joel.berelson@gsa.gov](mailto:joel.berelson@gsa.gov).

Sincerely,

(b) (6)

Joel T. Berelson  
Contracting Officer  
DC Service Center

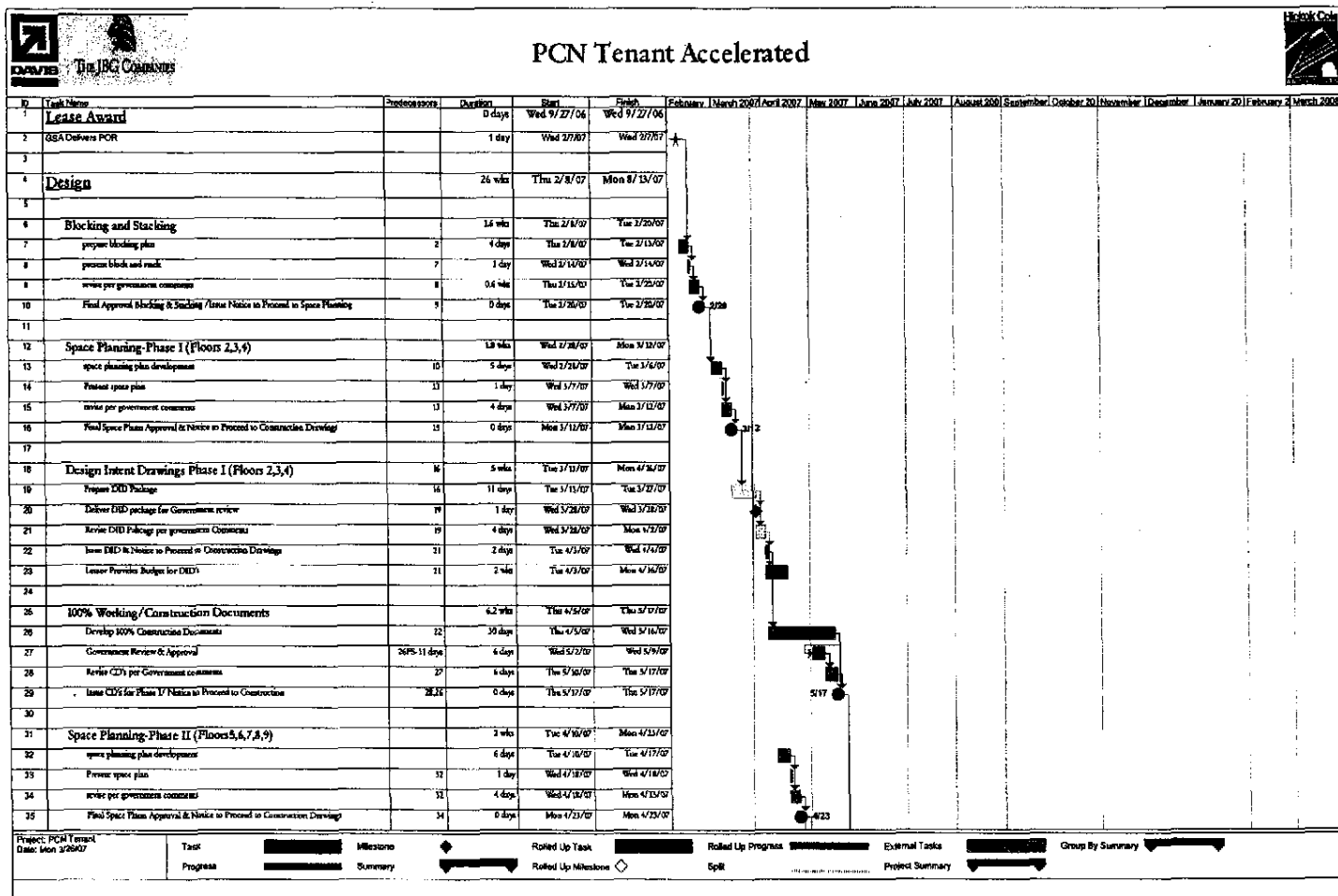
Enclosure

<b>GENERAL SERVICES ADMINISTRATION</b> <b>PUBLIC BUILDINGS SERVICE</b>  <b>SUPPLEMENTAL LEASE AGREEMENT</b>	<b>SUPPLEMENTAL AGREEMENT</b>  No. 1  TO LEASE NO. GS-11B-01934	<b>DATE</b> <b>MAR 27 2007</b> (Page 1 of 2)						
<b>ADDRESS OF PREMISES:</b> Potomac Center North 500 12 <sup>th</sup> Street, S.W. Washington, D.C., 20024								
<p>THIS AGREEMENT, made and entered into this date by and between, <b>POTOMAC NORTH, LLC</b></p> <p>Whose address is: c/o The JBG Companies 4445 Willard Avenue, Suite 400 Chevy Chase, MD 20815</p> <p>Hereinafter called the Lessor, and the UNITED STATES OF AMERICA, hereinafter called the Government:</p> <p>WHEREAS, the parties hereto desire to amend the above Lease.</p> <p>NOW THEREFORE, these parties, for the considerations hereinafter mentioned, covenant and agree that the said Lease is amended, effective upon execution by the Government, as follows:</p> <p>1. This Supplemental Lease Agreement is issued to adopt a revised and accelerated Project Schedule for the design, construction, and delivery of the leased premises. The parties hereby adopt and incorporate into the Lease the attached Project Schedule, which consists collectively of (a) a bar chart entitled "PCN Tenant Accelerated", dated March 26, 2007 (<u>Exhibit A</u> hereto), and (b) a memorandum from Hickok Cole Architects dated March 26, 2007 (<u>Exhibit B</u> hereto). The attached Project Schedule shall supersede and replace the Project Schedule included as Exhibit C to the original Lease, which shall be of no further force or effect. The attached Project Schedule shall be the governing schedule for all purposes in connection with this Lease.</p> <p>(Continued on page 2.)</p> <p>All other terms and conditions of the lease shall remain in full force and effect.</p> <p>IN WITNESS WHEREOF, the parties subscribed their names as of the above date.</p>								
<p><b>LESSOR: POTOMAC NORTH, LLC, A DELAWARE LIMITED LIABILITY COMPANY</b> <b>BY: THE PRUDENTIAL INSURANCE COMPANY OF AMERICA, ITS SOLE MEMBER,</b> <b>BY: LYNN DECASTRO, ITS VICE PRESIDENT</b></p> <table border="0"><tr><td data-bbox="178 1312 743 1459"><div>(b) (6)</div><div>(Name)</div></td><td data-bbox="857 1344 1469 1459"><div>Vice President</div><div>(Official Title)</div></td></tr><tr><td colspan="2" data-bbox="107 1480 1508 1648"><p>IN THE PRESENCE OF (witnessed by)</p><table border="0"><tr><td data-bbox="121 1512 727 1617"><div>(b) (6)</div><div>(Signature)</div></td><td data-bbox="857 1522 1469 1617"><div>8 Campus Dr. Parsippany NJ 07054</div><div>(Address)</div></td></tr></table></td></tr></table>			<div>(b) (6)</div> <div>(Name)</div>	<div>Vice President</div> <div>(Official Title)</div>	<p>IN THE PRESENCE OF (witnessed by)</p> <table border="0"><tr><td data-bbox="121 1512 727 1617"><div>(b) (6)</div><div>(Signature)</div></td><td data-bbox="857 1522 1469 1617"><div>8 Campus Dr. Parsippany NJ 07054</div><div>(Address)</div></td></tr></table>		<div>(b) (6)</div> <div>(Signature)</div>	<div>8 Campus Dr. Parsippany NJ 07054</div> <div>(Address)</div>
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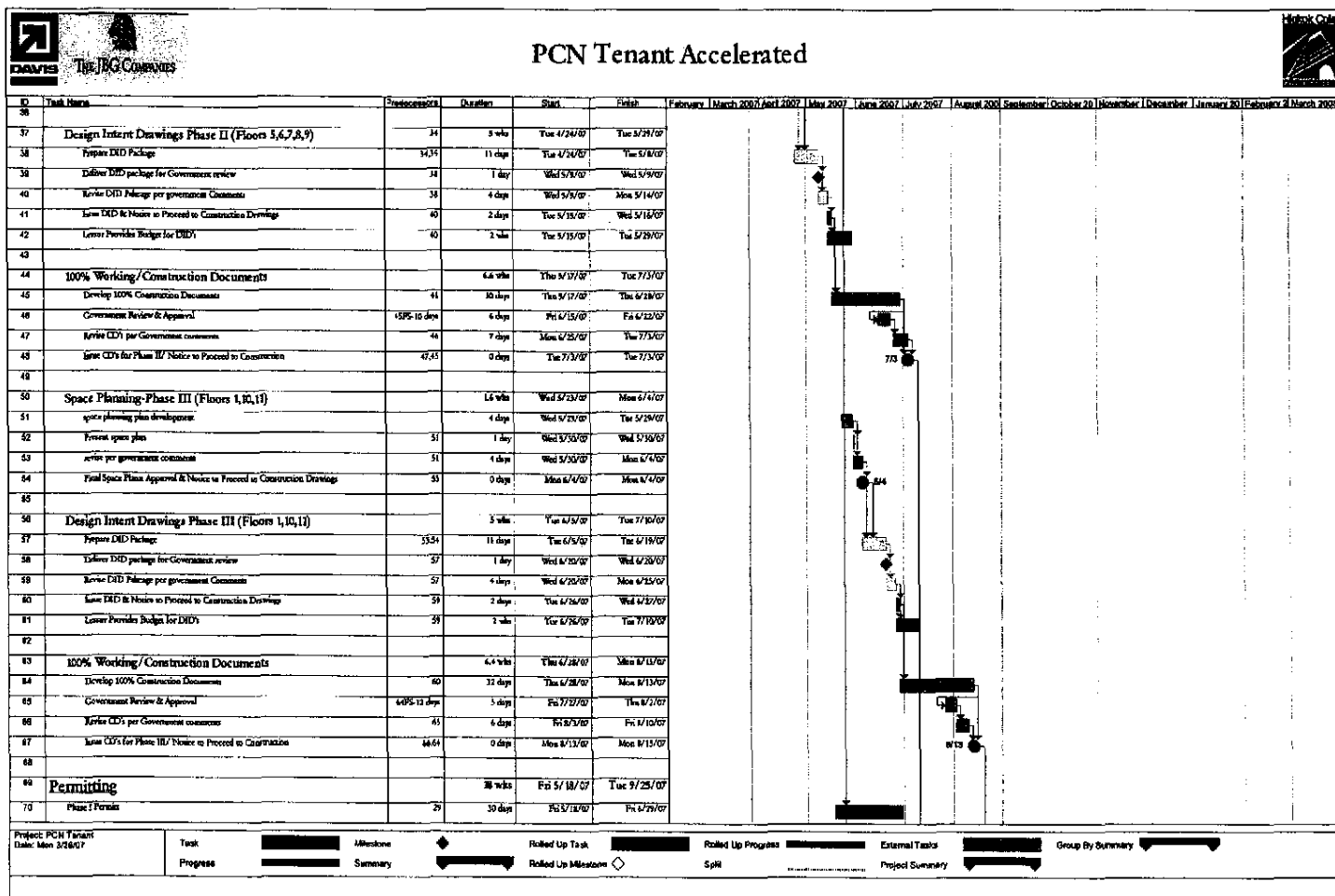
**Supplemental Lease Agreement No. 1 to Lease No. GS-11B-01934****Page 2 of 2**

2. The parties hereby agree that Paragraph 2 of the SF2 of the Lease and Paragraphs 3.17(F), (H), and (I) of the lease are hereby amended to provide as follows:
  - a. The rent and lease commencement date for the entire leased premises as a unit shall be January 17, 2008. The rent and lease commencement date referred to in this SLA is the time that the abatement of rent referred to in Paragraph 3 of the SF 2 shall commence.
  - b. The rent and lease commencement date set forth above is based on a scheduled date for occupancy of the entire leased premises as a unit, inclusive of installation of all government provided systems furniture and issuance of a certificate of occupancy, of February 28, 2008, and accounts for any and all delays incurred by either party prior to February 7, 2007, in accordance with Paragraph 3.17(F) of the Lease, but not for delays incurred after February 7, 2007.
  - c. The rent and lease commencement date of January 17, 2008 shall be further adjusted for delays incurred after February 7, 2007, which shall be determined in accordance with Paragraph 3.17(F) of the Lease as modified by subparagraphs (d), (e), and (f) below.
  - d. The second full subparagraph of Paragraph 3.17(F) of the Lease is hereby deleted and the following is inserted in lieu thereof: "Should either the Government or the Lessor fail to discharge their responsibilities within the time allocated under the attached Project Schedule, such shall constitute Government or Lessor delay, respectively. Delay by either party shall be offset against early completion of that party's other responsibilities under the attached Project Schedule only to the extent that such early completion results in actual acceleration of the schedule as a whole, but shall not be offset against delay by the other party."
  - e. In the event of Government delay, including but not limited to delays by the Government in procuring and installing systems furniture, the time for Lessor to obtain the certificate of occupancy and achieve Government acceptance of the entire leased premises as a unit, as set forth in the attached Project Schedule, shall be extended one day for each day of Government delay, but the lease and rent commencement date of January 17, 2008 shall not be adjusted.
  - f. In the event of Lessor delay, the rent and lease commencement date of January 17, 2008 shall be extended by one day for each day of Lessor delay.
3. The Government shall pay any actual and reasonable additional design costs required to implement the attached accelerated Project Schedule. Such costs shall be paid, at the Government's discretion, either from the tenant improvement allowance or in lump sum
4. Pursuant to Subparagraph 6 (Q) of the SF2, the Government hereby exercises its option to lease the remainder of the space in the building, all as more fully set forth therein. The exercise of the option shall be documented in a subsequently executed Expansion Space Lease based upon the terms and conditions set forth in Subparagraph 6 (Q) and incorporating the same schedule and terms reflected above.

INITIALS: (b) (6) & (b) (6)  
LESSOR GOVERNMENT



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# Memorandum



To: JBG  
4445 Willard Av  
Chevy Chase, MD 20815

Date: March 26, 2007  
Project:  
Number: 06077.00

Attn: Jeff Williams-JBG  
Mark Wesselink- JBG

Re: 100% Space Planning

From: Chris Smialek  
Hickok Cole Architects

CC: Lisa Sumner-GSA

This memo is in reference to basic Architectural and M/E/P design deliverables for the Government tenant improvements to 500 12<sup>th</sup> street, NW, Washington DC. We have outlined below deliverables and where possible, specific or critical dates by which information will be needed by Hickok Cole Architects or our consultants in order to stay on schedule. Additionally, the dates outlined in the scope below are based on the project schedule.

## Space Planning Critical Dates:

<u>Items required by the Government during Space Planning:</u>	<u>Date Required:</u>	<u>Status:</u>
Government Blocking and Stacking review	14 February 2007	Complete
Government Blocking & Stacking comments due to HCA	19 February 2007	Complete
Government Blocking & Stacking Final Approval	21 February 2007	Complete
Notice to proceed to Space Planning/DID	21 February 2007	Complete

### Phase I Floors 2<sup>nd</sup>, 3<sup>rd</sup>, 4<sup>th</sup>, and P2:

Government informal space plan review/comment	Weekly meetings
Space Plan Submission Phase 1 Floors (2,3,4,P2)	7 March 2007
*Government comments Floors (2,3,4,P2) due to HCA	12 March 2007
<b>Final Space Plan Approval/Notice to Proceed to DID</b>	<b>14 March 2007</b>
Government review of Finish Pallets	26 March 2007
<b>Government Final Approval of Finishes</b>	<b>30 March 2007</b>
*Issue Phase I DID package for GSA/Tenant review	28 March 2007
<b>Final Approved DID Package/Notice to Proceed to CD's</b>	<b>4 April 2007</b>
Issue CD Package for GSA/Tenant Review	2 May 2007
Government comments on CD's	9 May 2007
<b>Issue final CD Package for Construction</b>	<b>17 May 2007</b>

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# Memorandum



## **Phase II** Floors 5<sup>th</sup>, 6<sup>th</sup>, 7<sup>th</sup>, 8<sup>th</sup>, & 9<sup>th</sup> :

Government informal space plan review/comment  
 Space Plan Submission Phase 2 Floors (5-9)  
 \*Government comments Floors (5-9) due to HCA  
**Final Space Plan Approval/Notice to Proceed to DID**  
 Government review of Finish Pallets  
**Government Final Approval of Finishes**  
 \*Issue Phase II DID package for GSA/Tenant review  
**Final Approved DID Package/Notice to Proceed to CD's**  
 Issue CD Package for GSA/Tenant Review  
 Government comments on CD's  
 Issue final CD Package for Construction

### Weekly meetings

18 April 2007  
 23 April 2007  
**25 April 2007**  
 02 May 2007  
**11 May 2007**  
 09 May 2007  
**16 May 2007**  
 13 June 2007  
 20 June 2007  
 29 June 2007

## **Phase III** Floors 1<sup>st</sup>, 10<sup>th</sup>, & 11<sup>th</sup> :

Government informal space plan review/comment  
 Space Plan Submission Phase 3 Floors (1,10 & 11)  
 \*Government comments Floors (1,10 & 11) due to HCA  
**Final Space Plan Approval/Notice to Proceed to DID**  
 Government review of Finish Pallets  
**Government Final Approval of Finishes**  
 \*Issue Phase 3 DID package for GSA/Tenant review  
**Final Approved DID Package/Notice to Proceed to CD's**  
 Issue CD Package for GSA/Tenant Review  
 Government comments on CD's  
 Issue final CD Package for Construction

### Weekly meetings

30 May 2007  
 04 June 2007  
**06 June 2007**  
 06 June 2007  
**13 June 2007**  
 20 June 2007  
**27 June 2007**  
 27 July 2007  
 03 August 2007  
 13 August 2007

\* Government Review Time is an agreed time period based on discussions and resolutions of comments thru discussions within the schedule Wend. Project meetings. The accelerated schedule is based on the architect receiving 90% of tenant comments within the meetings, all remaining comments are due to the architect no later than the following Monday by COB.

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# Memorandum



## Design Intent Drawings

In the following section, we have organized the DID phase with respect to the Review Submission schedules outlined above and shown in the project schedule. Items that will be required from Government to complete each submission and the items to be completed by HCA for the submission are listed with each submission.

We will coordinate work supplied by Government into the DID Documents in order to provide the necessary architectural, M/E/P requirements for the special spaces as outlined in the POR. Work supplied by others includes, but is not limited to:

- Drawings and specifications for computer infrastructure and equipment [i.e. servers, panel boards], including cabling distribution [standard distribution to offices and workstations, including types of lines and quantities]. We will provide architectural backgrounds of space plans for Government and Government Consultant/Specialist mark-up of this information. This includes the data closet/server layouts w/ equipment sizes; conduit types, sizes, locations and appropriate clearances; confirmation of power and HVAC requirements. Mark-ups should be keyed to appropriate cut sheets and/or specifications for the device and/or equipment identified to insure proper layout and coordination when added to the Architectural and M/E/P drawings.
- Security infrastructure requirements, such as special construction details [walls, floors, ceilings], equipment, and devices. We will provide Government and Government Consultants/Specialists w/ Architectural Plan backgrounds for the purpose of, but not limited to, marking-up special construction locations, camera locations, access control devices [i.e. card readers, cipher locks, Request-to-exit devices, motion detectors] and security control equipment [i.e. multiplexers, video monitors, panel boards, interface w/ building fire alarm, emergency back-up power, etc.] Location-specific information [such as mounting heights and direction of cameras] should be identified. Additionally, Government and Government Consultants/Specialists will need to provide product information for, but not limited to, the equipment and devices listed above. This product information will need to indicate sizes, power requirements, etc. Mark-ups should be keyed to appropriate cut sheets and/or specifications for the device and/or equipment identified to insure proper layout and coordination when added to the Architectural and M/E/P drawings.
- Equipment information not listed in the POR such as the power requirements and equipment sizes for high density filing, copy machines, fax machines, printers, and weights of any heavy-loading equipment such as safes. Special finishes should also be addressed and specifications provided for items not addressed in the POR. Mark-ups should be keyed to appropriate cut sheets and/or specifications for the device and/or equipment identified to insure proper layout and coordination when added to the Architectural and M/E/P drawings.
- Special audio-visual requirements, including sound, lighting, A/V requirements (electronic whiteboards, video monitors and projection equipment) and specifications for the Command Center and conferencing facilities. We will provide architectural backgrounds to be used by Government and Government Consultants/Specialists for the mark-up of equipment locations. The mark-ups should be keyed to product information [i.e. specifications and cutsheets] about the specific piece of equipment, and location-specific information should be identified [i.e. heights and mounting locations, etc.]. We will coordinate the Architectural and M/E/P drawings with this information. At this time, it is our understanding that the design of the Command Center will be by others.

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# Memorandum



- Furniture system dimensions to include panel sizes, heights, power locations and system requirements. We will provide our Architectural backgrounds to the Government contracted furniture vendor for them to verify the layout of the furniture. Demountable partition system dimensions to include panel/module sizes, heights, power locations and system requirements. We will coordinate the Architectural and M/E/P drawings with this information. The furniture will be designed and specified by others.

We will work closely with Government to establish demarcation points for work provided by others, and coordinate our work with the work provided by others, such as computer equipment and the AV equipment.

## DID'S

### 1. Items included on DID Submission Documents

- Government comments from Space Plan review if consistent w/POR and previous Space Plan submissions.
- Layout wall locations with appropriate wall thicknesses
- Located and graphically show all door locations w/appropriate widths
- Confirm Egress/Code/ADA requirements
- Dimension all primary closed /open spaces and main corridors
- Locate furniture in closed spaces as shown in POR
- Locate systems furniture module in open office space locations.
- Wall types keyed to plan legend
- Door types keyed to door schedule and size, material indicated on schedule
- T/D/E located for architectural coordination
- Millwork locations
- Raised flooring ramps/steps.
- Wall Finishes located and scheduled.
- Floor Finishes located and scheduled
- Door schedule indicating hardware function and door finish
- Security devices and equipment located for architectural coordination
- Reflected Ceiling Plan for architectural coordination
- Systems furniture layouts updated and coordinated with T/D/E

## Design/Review meetings with the Government

It is anticipated that during this phase we will have weekly Design meetings with the Government/Government Consultants as part of the scheduled progress meetings to discuss design issues, ask questions, distribute/coordinate information, and to review comments on Submissions.

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# Memorandum



## Design Intent Drawings Critical Dates:

Items to be submitted to HCA prior to commencement of submission work

### Phase I - Floors 2, 3, & 4, P2

Item	Description	Date Required	Status
1	Confirm System Furniture Module size & Furniture feed locations. <u>Systems furniture sizes can be determined from the POR, elec. Feed</u> <u>Electric feed locations will be determined by the layouts, no power</u> <u>Poles required, feed electric from columns, walls and if necessary</u> <u>Core drills</u>	02.20.07	Delivered 03.06.07
2	Confirm Locations of demountable systems and sizes <u>There will be no demountable partitions in the 1<sup>st</sup> phase</u>	02.20.07	Delivered 03.06.07
3	<u>Special equipment sizes/requirements/cut sheets &amp; locations</u> <u>(ie UPS, racks, safes)</u> <u>Already submitted under separate cover by OCIO.</u>  (03.06.07) Dimensions for equipments and Racks were confirmed for the PBX area of the computer Room ( apx. 1500 sqft) Tenant to confirm that HCA is to assume the same dimensions for racks and equipment for the remainder of the space  3.12 Tenant issued Computer room Layout drawing via email	02.20.07	Delivered 03.12.07
4	Confirm locations of all heavy loading equipment <u>OPR has 6 Lektriers and 1 six bank space saver filing system.</u> <u>4 2 drawer safes, 9 4 drawer safes, 16 5 drawer safes, 2 full size</u> <u>220 V copiers, 5 fax machines, 15 network printers, 4 shredders</u> <u>2 microfiche readers and 6 scanning stations</u>  (03.06.07) Tenant to supply Dimensions for the above equipment, HCA to confirm that they will fit within the plan  (3/12/07) Safe Measurements: <u>2DR-19x28x28, 4DR-21x28x52, 5 DR- 21x28x58, Lektrier Series 80 80</u> <u>102wx48dx96h, Space Saver Files -11ft 5in Wide x 24' 3" deep x 80" h</u>	02.20.07	Delivered 03.12.07
5	Confirm locations of high density filing (if required) <u>OPR filing systems have to be located within their space</u>  (03.06.07) Tenant to supply Dimensions for the equipment, HCA to confirm that they will fit within the plan  (03/12/07) Lektrier Series 80-102wx48dx96h, Space Aver Files-11ft 5 in w x 24' 3" d x 80" h.	02.20.07	Delivered 03.12.07

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## Memorandum



6	<p>Confirm Quantity of Filing cabinets per department <u>Will have to provide this at a later date</u></p> <p>This information is required to proceed with Space Planning.</p> <p><u>(03/13/07) Tenant Direction via email</u> <u>Quantities and dimension for file cabinets please include as many lateral files throughout the space as possible using the following dimension per lateral file:</u> <u>36" width x 19" depth x 64" tall</u></p>	02.20.07	Delivered 03.12.07
7	<p>Confirm all special Acoustical wall requirements if required <u>All walls should be rated at 45STC</u></p> <p>03.14.07-Typical walls shall be 40 STC per the SFO</p>	02.20.07	Revised 03.14.07
8	<p>Conferencing requirements seating configurations, Acoustics, AV equipment. <u>Provide 2 convenience outlets 2 Data and 2 Voice in each conf. rm.</u></p> <p>HCA To Assume NO Audio Visual equipment required in Conference Rooms, Tenant to Confirm</p> <p>03.07.07 Tenant confirms in Meeting NO AV requirements in typical floor conference room</p>	02.20.07	Delivered 03.07.07
9	<p>Demarcation of secure perimeters. (if required) <u>The following floors will need demising walls, 2<sup>nd</sup>, 5<sup>th</sup>, 7<sup>th</sup>, 9<sup>th</sup>, 10<sup>th</sup></u> <u>(all groups demised and separate corridors.</u></p> <p><u>11<sup>th</sup> Exec office will need to be separated from the rest of the offices</u> <u>On the 11<sup>th</sup> floor, 3<sup>rd</sup> floor no demising walls except for the computer room.</u></p>	02.20.07	Delivered 03.06.07
10	<p>Typical office power requirements and locations <u>2 convenience outlets, 1 Dedicated outlet, 1 Data and 1 Voice. Average</u> <u>Of 1 network printer for every 10 FTEs, 1 shredder for every 50 FTEs</u> <u>And 1 PC for every FTE.</u></p> <p>Tenant to confirm Dimensions for network printer, shredder) (to clarify, HCA is assuming 1 printer location for every 10 full time employees</p> <p>03.13.07-Dimension of largest printer (for every 10 employees) the <u>largest printer is 22" width x 20.5" depth x 21" tall</u></p>	02.20.07	Delivered 03.13.07
11	<p>Preliminary power requirements for systems furniture. <u>3 convenience outlets, 1 Dedicated, 1 Data, 1 Voice</u></p>	02.20.07	Delivered 03.06.07
12	<p>Equipment requirements for items such as moveable files, copiers, printers, etc. HCA to assume no equipment required for groups on floors 2,3,4 and p2, other than the items mentioned in other sections.</p>	02.20.07	Confirmed 03.07.07
13	<p>Security devices and equipment located for architectural coordination <u>Card readers on all lobby entrance doors</u></p>	02.20.07	Delivered 03.06.07
14	<p>Requirements for Special Doors, lighting, finishes <u>None at this time</u></p>	02.20.07	Delivered 03.06.07

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## Memorandum



15	Equipment Specifications & power requirements for all Data/Security equipment. <u>Cameras will be required at entrance lobby, exterior of the building</u> <u>And the garage</u>	02.20.07	Delivered 03.06.07
16	Requirements for Computer Room- 3 <sup>rd</sup> Floor Already submitted by OCIO, 1 ramp approx. 55 sq. ft. will be needed  Need Weight of the PBX and UPS Cabinets, may effect location of room  <u>03.13.07-Weight of PBX unit (need to find an location) UPS battery bays are</u> <u>2100 lbs each, we have a total of 4 which are housed next to each other</u>  Need weight of Racks/Cabinets	02.20.07	
17	Equipment list for typical Pantry Sink, garbage disposer and power for refrigerator and microwave  HCA assumes no Water line requirement for Coffee makers, no requirements given for Refrigerator, HCA will specify freely	02.20.07	Confirmed 03.07.07
18	Requirements/ equipment for Shipping and Receiving 2 Dedicated outlets, 2 convenience outlets on ea. Wall, 1 Data, 1 Voice Standard sheetrock wall construction, heavy duty double doors, Typical office HVAC, and charging station for power jack (2)  Need shelving quantities and dimensions, is the shelving existing to be relocated? Purchased new? Or millwork?  <u>03.07.07 Tenant response in meeting:</u> <u>Shelving to be provided by tenant, layout not required</u>	02.20.07	Confirmed 03.07.07
19	Requirements/ equipment for Supply Issue Room Same as shipping and receiving  Need shelving quantities and dimensions, is the shelving existing to be relocated? Purchased new? Or millwork?  <u>03.07.07 Tenant response in meeting:</u> <u>Shelving to be provided by tenant, layout not required</u>	02.20.07	Confirmed 03.07.07
20	Requirements /equipment for Property Control Room Same as shipping and receiving  Need shelving quantities and dimensions, is the shelving existing to be relocated? Purchased new? Or millwork?  <u>03.07.07 Tenant response in meeting:</u> <u>Shelving to be provided by tenant, layout not required</u>	02.20.07	Confirmed 03.07.07

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# Memorandum



## Additional Phase I Notes:

Tenant direct:

03.06.07

OCIO will require 5 window offices

OPR will require 4 window offices

OCFO will require 6 window offices

HCA Response:

03.06.07

The requirement to move "some" offices to the window line, with the new requirement of demising partitions between select groups will result in the loss of workstations on some floors. HCA is assessing this impact per the above quantities. Is this an absolute requirement?

Tenant Direction:

03.12.07 via email

No offices will be required on Window line proceed as presented on 03.07.07

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# Memorandum



## Phase II- Floors 5, 6, 7, 8 & 9

Item	Description	Date Required	Status
1	Confirm System Furniture Module size & Furniture feed locations.	04.04.07	
2	Confirm Locations of demountable systems and sizes	04.04.07	
3	<i>Special equipment sizes/requirements/cut sheets &amp; locations (ie UPS, racks, safes)</i>	04.04.07	
4	Confirm locations of all heavy loading equipment	04.04.07	
5	Confirm locations of high density filing (if required)	04.04.07	
6	Confirm Quantity of Filing cabinets per department	04.04.07	
7	Confirm all special Acoustical wall requirements if required	04.04.07	
8	Conferencing requirements seating configurations, Acoustics, AV equipment	04.04.07	
9	Demarcation of secure perimeters. (if required)	04.04.07	
10	Typical office power requirements and locations	04.04.07	
11	Preliminary power requirements for systems furniture.	04.04.07	
12	Equipment requirements for items such as moveable files, copiers, printers, etc.	04.04.07	
13	Security devices and equipment located for architectural coordination	04.04.07	
14	Requirements for Special Doors, lighting, finishes	04.04.07	
15	Equipment Specifications & power requirements for all Data/Security equipment	04.04.07	
16	Requirements for Auditorium	04.04.07	
17	Requirements for Media Center/ TV studio	04.04.07	
18	Requirements/ equipment AV command center	04.04.07	
19	Equipment List for typical Pantry	04.04.07	
20	Requirements (including all AV) for Conference Center	04.04.07	

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# Memorandum



Phase II Additional Notes:

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# Memorandum



## Phase III- Floors 1,10, & 11

Item	Description	Date Required	Status
1	Confirm System Furniture Module size & Furniture feed locations.	05.16.07	
2	Confirm Locations of demountable systems and sizes	05.16.07	
3	<i>Special equipment sizes/requirements/cut sheets &amp; locations (ie UPS, racks , safes)</i>	05.16.07	
4	Confirm locations of all heavy loading equipment	05.16.07	
5	Confirm locations of high density filing (if required)	05.16.07	
6	Confirm Quantity of Filing cabinets per department	05.16.07	
7	Confirm all special Acoustical wall requirements if required	05.16.07	
8	Conferencing requirements seating configurations, Acoustics, AV equipment.	05.16.07	
9	Demarcation of secure perimeters. ( if required)	05.16.07	
10	Typical office power requirements and locations	05.16.07	
11	Preliminary power requirements for systems furniture.	05.16.07	
12	Equipment requirements for items such as moveable files, copiers, printers, etc.	05.16.07	
13	Security devices and equipment located for architectural coordination	05.16.07	
14	Requirements for Special Doors, lighting, finishes	05.16.07	
15	Equipment Specifications & power requirements for all Data/Security equipment.	05.16.07	
16	Requirements/ Layout/ Equipment for SCIF	05.16.07	
17	Requirements/Layout/ Equipment for IOC	05.16.07	
18	Requirements for Executive restroom	05.16.07	
19	Requirements for Executive Office area	05.16.07	
20	Requirements for Executive Conference	05.16.07	
21	Equipment List for Typical Pantry	05.16.07	

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# Memorandum



## Phase III- Floors 1,10, & 11 Cont.

Item	Description	Date Required	Status
22	Requirements/equipment for Cafeteria	05.16.07	
23	Requirements /equipment for Fitness Center	05.16.07	
24	Requirements/ equipment Security Areas	05.16.07	
25	Requirements/equipment Mail Room	05.16.07	
26	Requirements/equipment Copy center	05.16.07	
27	Requirement/ equipment cuts for ATM	05.16.07	
28	Requirements / equipment for Health unit	05.16.07	
29	Equipment list for executive Pantry	05.16.07	
30	Requirements for Union Office	05.16.07	

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# Memorandum



Phase III Additional Notes:

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